

*Appendix C      Review Fee Application and Calculation Forms*



DELAWARE DEPARTMENT OF TRANSPORTATION  
SUBDIVISION PLAN REVIEW FEE  
INITIAL STAGE FEE CALCULATION FORM

**For office use only:**

Rec'd by: \_\_\_\_\_

**I. Application Information**

Development Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Tax Parcel Number: \_\_\_\_\_  
Owner (applicant)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**II. Record Plan Submission**

A. \_\_\_\_\_ Minor Residential Subdivision (4 or less lots) Number of lots \_\_\_\_\_  
B. \_\_\_\_\_ Major Residential Subdivision (5 or more lots) Number of lots \_\_\_\_\_  
C. \_\_\_\_\_ Non-residential land development  
(i.e., commercial, school, office, church) Number of lots \_\_\_\_\_ Gross Floor Area (square feet) \_\_\_\_\_

**III. Initial Stage Fee Calculations**

A. Minor Residential Subdivision (4 lots or less).....\$100

B. Major Residential Subdivision ..... \$400 + (Number of Lots x \$10) = Total fee  
\$400 + [ \_\_\_\_\_ x \$10] = \$ \_\_\_\_\_  
Number of Lots Total

C. Non-Residential development ... \$500 + (Number of Lots x \$20) = total fee OR  
\$500 + (Gross floor area/1000 s.f. x \$20) = total fee **(WHICHEVER IS GREATER)**

Number of Lots: \$500 + [ \_\_\_\_\_ x \$20] = \$ \_\_\_\_\_  
Number of Lots Total

Gross Floor Area: \$500 + [ \_\_\_\_\_ ÷ 1000 x \$20] = \$ \_\_\_\_\_  
Gross Floor Area Total

**IV. Total Amount Remitted:** \$ \_\_\_\_\_ **Check/M.O. number:** \_\_\_\_\_

**V. Signatures**

applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
applicant

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
DelDOT

(This signature acknowledges receipt of fee and does not constitute approval of project by the Department.)

REMARKS: \_\_\_\_\_  
\_\_\_\_\_

Remit this form and **check or money order** Payable to the Delaware Department of Transportation. Please send to the Delaware Department of Transportation, Attention: Subdivision Engineer, P.O. Box 778, Dover, DE 19903.

DELAWARE DEPARTMENT OF TRANSPORTATION  
SUBDIVISION PLAN REVIEW FEE  
**CONSTRUCTION STAGE FEE CALCULATION FORM**

**For office use only:**

Rec'd by: \_\_\_\_\_

**Application Information**

Development Name: \_\_\_\_\_

Location: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Owner (applicant) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**I. Construction Plan Submission**

A. \_\_\_\_\_ Residential Subdivision

Number of Recorded Lots: \_\_\_\_\_

Number of lots being constructed this phase: \_\_\_\_\_

B. \_\_\_\_\_ Non-Residential Development

**II. Construction Stage Fee Calculations** (attach a copy of the Initial Stage Fee Form)

A. Major Residential Subdivision ..... 125% of Initial Stage Fee

\_\_\_\_\_ x 1.25 x \_\_\_\_\_ = \$ \_\_\_\_\_  
Initial Stage Fee                      Phased Const. Ratio                      Total

*(For Phased Construction Plans, adjust total by ratio of Number of Lots for Phase/Total Number of Recorded Lots)*

B. Non-Residential Development ..... 150% of Initial Stage Fee

\_\_\_\_\_ x 1.50 = \$ \_\_\_\_\_  
Initial Stage Fee                      Total

**III. Total Amount Remitted:** \$ \_\_\_\_\_ Check/M.O. Number: \_\_\_\_\_

**Signatures**

applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ applicant \_\_\_\_\_ Date: \_\_\_\_\_

DelDOT

(This signature acknowledges receipt of fee and does not constitute approval of project by the Department)

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remit this form along with copy of Initial Stage Fee Form and **check or money order** Payable to the Delaware Department of Transportation. Please send to Delaware Department of Transportation, Attention: Subdivision Engineer, P.O. Box 778, Dover, DE 19903.